

	<h2 style="margin: 0;"><b>Health and Safety Policy Document</b></h2>	Template Author:	M. Smith
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**1. Statement of Intent:**

1.1 East Ravensdale Church of England Primary School Academy will comply with all applicable legal requirements and recognises its duties within The Health and Safety at Work Act 1974 and is therefore committed to ensuring the Health, Safety and Welfare of all our employees and any others who could be affected by our acts or omissions.

1.2 East Ravensdale Church of England Primary School Academy will, so far as is reasonably practicable:

- Provide adequate resources to maintain health and safety within the Academy.
- Provide and maintain systems of work which are safe and without risk to health.
- Establish arrangements for the use, handling, storage and transportation of articles and substances provided for use at work, which are safe and without risks to health.
- Provide employees with such information, instruction, training and supervision as is necessary to ensure their safety and health at work and that of others who may be affected by their activities.
- Ensure that all machinery, plant and equipment are maintained in an efficient and safe working condition.
- Make adequate provision and arrangements for welfare facilities at work.
- Keep the workplace safe and ensure that all access and egress points are safe and without risk.
- Monitor health and safety performance to maintain agreed standards.
- Maintain effective consultation with employees and their representatives.

1.3 The duties of employees are to:

- Take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions at work.
- Cooperate with East Ravensdale Church of England Primary School Academy in order to fulfil our statutory duties.
- Not interfere with, misuse or wilfully damage anything provided in the interests of health and safety.

Head Teacher:

Signature:

Chair of Governors:

Signature:

## **2. Organisation:**

### **2.2 Governing Body will:**

- Ensure competent health and safety assistance is readily available either internally or via external consultants, (Chartered Members of IOSH) in line with the Management of Health and Safety at Work Regulations 1999.
- Make itself familiar with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure for Health and Safety.
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the East Ravensdale Church of England Primary School Academy and that it is implemented and operated effectively.
- Periodically assess the effectiveness of the policy and ensure that any necessary changes are made.
- Identify and evaluate risks relating to possible accidents and incidents connected with East Ravensdale Church of England Primary School Academy activities, including work experience.
- Display in a prominent position the Health and Safety Executives Health and Safety Law Poster.
- In particular, the Governing Body undertakes to provide as far as is reasonably practicable all elements outlined in section 1.2 of this policy document.

### **2.3 Head Teacher:**

- Will take all reasonably practicable steps to ensure that this Health and Safety policy is implemented throughout East Ravensdale Church of England Primary School Academy.
- Is responsible for the day to day employees and others' compliance to this Policy and applicable legislation.
- Is responsible for the development and implementation of safe working practices and conditions for all staff, students and visitors.
- Will designate the Premises Manager to be the East Ravensdale Church of England Primary School Academy's Health and Safety (H&S) Champion.

### **2.4 Health and Safety Champion:**

- The Head Teacher (Health and Safety Champion) will be responsible for the day to day operation and compliance to the Health and Safety Policy.
- Premises Manager will be the designated contact with external Health and Safety Consultants and/or Enforcement Authorities such as the Health & Safety Executive, (HSE).

### **2.5 Supervisory Staff:**

- Will make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility.
- In addition to the general duties that all members of staff have, Supervisory staff will also be directly responsible to the Premises Manager for the implementation and operation of the East Ravendale Church of England Primary School Academy's Health and Safety Policy within their relevant departments and areas of responsibility.
- Will monitor and ensure that staff, students and others comply with the requirements of this Policy.

## 2.6 Members of Staff (Employees) Must:

- Take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions at work.
- Cooperate with East Ravendale Church of England Primary School Academy in order to fulfil our statutory duties.
- Not interfere with, misuse or wilfully damage anything provided in the interests of health and safety.

## 2.7 Health and Safety Committee:

- Will meet regularly to monitor Health and Safety issues within the East Ravendale Church of England Primary School Academy, ensuring consultation with employees on health and safety matters, such as:
  - The introduction of any measure, system or equipment which may affect employee's health or safety at work.
  - The arrangements for sourcing competent persons to help the East Ravendale Church of England Primary School Academy to comply with health and safety laws.
  - Information on the risks or dangers that may arise from employee work activities and the relevant control measures.
  - The planning and organisation for health and safety training.
- The Committee will report to the Governing Body.

## 3. **Health & Safety Arrangements:**

### 3.1 Risk Assessment and Safe Systems of Work:

- *The Law: The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.*
- East Ravendale Church of England Primary School Academy will ensure that all significant hazards and risks which could injure or harm any employees or others affected (i.e. Pupils, Visitors, Contractors or Members of the Public) are identified and controlled so far as is reasonably practicable via the Health and Safety Executive approved 5 step risk assessment process.

1. Identification of all the HAZARDS in the work area under review.
  2. Identification of those PEOPLE at risk.
  3. Evaluation of all RISKS associated with the hazards.
  4. Implementation of CONTROLS, if necessary.
  5. RECORD, MONITOR & REVIEW the assessments.
- East Ravensdale Church of England Primary School Academy will ensure adequate numbers of trained / competent risk assessors are in place to assist with these activities.
  - East Ravensdale Church of England Primary School Academy will also ensure full compliance to the requirements outlined in the above legislation and those outlined within section 1.2 of this policy.
  - East Ravensdale Church of England Primary School Academy will ensure safe systems of work (formal procedures of doing work), which result in the systematic examination of tasks in order to identify the hazards and assess the risks. Identifying safe methods of work to ensure the hazards associated with the task are either eliminated or minimised so far as is reasonably practicable.

### 3.2 The Workplace:

- *The Law: The Workplace (Health, Safety and Welfare) Regulations 1992.*
- East Ravensdale Church of England Primary School Academy will provide a safe and healthy environment for all employees and others utilising or attending the Academy, (including Pupils) in line with the requirements outlined in section 1.2 of this policy.
- High standards of housekeeping will be maintained at all times throughout the premises.
- Separate provision must be made for the collection and disposal of refuse and clinical waste. Waste Transfer / Consignment notes must be retained for a rolling period of 2 years for all clinical waste that leaves the premises. (Reference the *Waste (England and Wales) Regulations 2011*).
- So far as is practicable, East Ravensdale Church of England Primary School Academy will ensure adequate segregation of people and vehicles throughout the site, via the provision of suitable and sufficient walkways, traffic routes and parking areas.
- East Ravensdale Church of England Primary School Academy will ensure that all pedestrian walkways, work or play areas are maintained and kept in a safe condition, free from obstructions and from any article or substance which may cause a person to trip, slip or fall resulting in a personal injury.

### 3.3 Fire Safety:

- *The Law: Regulatory Reform (Fire Safety) Order 2005.*
- East Ravendale Church of England Primary School Academy will ensure a suitable and sufficient fire risk assessment is conducted and reviewed as required, (on a 12, 24 or 36 month basis) dependant upon the level of risk by a competent person, particularly if:
  - There is reason to suspect that it is no longer valid.
  - If there has been a significant change to the premises, (i.e. organisational measures or significant changes, extensions, or conversions.
- The result of the fire risk assessment will be shared with all members of staff.
- A full and robust fire evacuation procedure will be developed and employees trained on its contents and the actions to take in case of emergencies.
- The evacuation procedure will be prominently displayed throughout the East Ravendale Church of England Primary School Academy.
- A fire evacuation drill will be practised to test the fire evacuation procedure and thereafter the drill is repeated and reviewed at least every term and the results recorded.
- A sufficient number of fire wardens will be appointed and properly trained (refreshed every 3 years) to assist in ensuring all fire safety precautions for the premises are in place and maintained.
- Fire escape routes and exits will be suitable and sufficient for the number of occupants, clearly signed and kept free from obstructions at all times.
- Fire detection and alarm systems will be fitted, tested (weekly from different points), maintained and inspected accordance with requirements for the premises and records maintained.
- Fire fighting equipment (i.e. extinguishers, sprinklers) will be provided, maintained and inspected annually by an approved contractor and records maintained.
- All emergency lighting will be tested monthly by a competent East Ravendale Church of England Primary School Academy employee and six monthly by an external competent contractor, (specialist) with records maintained accordingly.
- Information, Instruction and training on Fire Awareness will be provided to all employees, (refreshed every 3 years).

### 3.4 Work at Height:

- *The Law: The Work at height regulations 2005.*
- East Ravensdale Church of England Primary School Academy will ensure that for each activity involving work at height; (including work on fragile surfaces), suitable and sufficient risk assessments should be completed that identify measures to prevent falls of people, equipment or materials.
- East Ravensdale Church of England Primary School Academy will ensure that there are an adequate number of trained assessors to effectively carry out work at height risk assessments, which should be recorded and the control measures identified trained out to affected persons.
- Only short duration light work is permitted from ladders or stepladders. All precautions for positioning, stabilising, protecting other people should be completed prior to ascending.
- All working at height and access equipment (i.e. stepladders, ladders, mobile platforms, elephants feet type steps, etc.) should be entered into a premises log, pre-use checks, inspections should be carried out and tagged in line with manufacturer's requirements to ensure safe condition. In particular, to make sure that any defects can be identified and remedied before use or the ladders removed from use if not safe.
- East Ravensdale Church of England Primary School Academy will ensure that all employees who perform work at height are provided with information, instruction and training to enable them to carry out their tasks safely.

### 3.5 Plant and Equipment:

- *The Law: The Health and Safety at Work Act 1974, the Provision and Use of Work Equipment Regulations 1998, (PUWER). The Electricity at Work Regulations and the Lifting Equipment and Lifting Operations Regulations 1998, (LOLER).*
- East Ravensdale Church of England Primary School Academy will ensure that all plant and work equipment is selected and installed properly. Unsafe equipment will not be permitted for use within the premises.
- The Academy will ensure equipment is used and maintained correctly to protect employees or others that could be affected. This includes taking reasonable steps to ensure that any new equipment complies with European requirements for safe design and construction, (CE Marking).

- Sensible risk assessments and safe systems of work will be developed following manufacturers recommendations for use and maintenance.
- East Ravensdale Church of England Primary School Academy will also ensure that all persons using any equipment are trained and competent.
- All statutory inspections on plant equipment such as boilers, gas, pressure systems or any fixed electrical installations will be conducted by competent contractors and records retained accordingly.
- Portable Appliance Testing (PAT) will be conducted as required in line with HSE best practice guidelines, via external contractor or a suitably competent employee.

### 3.6 Display Screen Equipment:

- *The Law: The Health and Safety (Display Screen Equipment) Regulations 1992.*
- East Ravensdale Church of England Primary School Academy will ensure that suitable and sufficient risk assessments are completed for all “users” of Display Screen Equipment, (DSE) and control measures implemented to reduce any potential occupational ill health caused by employees interactions with DSE, (including poor set up, ergonomics, etc.).
- “Users” will be provided with information, instruction and training associated with the use of DSE equipment, which should be refreshed at a minimum of every 3 years.
- East Ravensdale Church of England Primary School Academy will ensure the provision of appropriate eye and eyesight testing for employees (who primarily use DSE and upon their request) with costs reimbursed.
- Normal corrective appliances, (spectacles) are at the users own expense. However, if “special” corrective appliances under the DSE Regs are required, then these are at the expense of East Ravensdale Church of England Primary School Academy.

### 3.7 Manual Handling:

- *The Law: The Manual Handling Operations Regulations 1992.*
- East Ravensdale Church of England Primary School Academy will ensure that suitable and sufficient assessment of the risks to employee’s and control measures implemented to reduce any



potential injury or occupational ill health caused by manual handling at work.

- Affected employees will be provided with information, instruction and training associated with manual handling as well as any lifting aids which should be refreshed at a minimum of every 3 years.
- Employees must make full and proper use of any equipment provided or safe system of work implemented to reduce any potential impacts from manual handling at work.

### 3.8 Noise and Vibration:

- *The Law: The Control of Noise at Work Regulations 2005 and the Control of Vibration at Work Regulations 2005.*
- East Ravensdale Church of England Primary School Academy will ensure that exposure limit and action values are not exceeded, (in relation to exposure to harmful levels of noise or vibration).
- Where required, assessments of the risk to health created by harmful levels of noise or vibration in the workplace will be conducted by competent persons (which may require static or personal monitoring).
- Control measures to reduce exposure levels will be identified, implemented, maintained and trained out to affected employees.
- East Ravensdale Church of England Primary School Academy will ensure that suitable Health Surveillance is regularly carried out for affected employees via suitable Occupational Health Service Provider, (currently via NELC).
- East Ravensdale Church of England Primary School Academy will ensure that affected employees are provided with information, instruction and training associated with the Noise and Vibration hazards, risks and control measures, which should be refreshed at a minimum of every 3 years.

### 3.9 Hazardous Substances:

- *The Law: Control of Substances Hazardous to Health Regulations 2002, (COSHH) and the Chemicals (Hazard Information and Packaging for Supply) Regulations 2009, (CHIP Regulations).*
- With regard to COSHH:
  - East Ravensdale Church of England Primary School Academy will ensure suitable and sufficient COSHH Assessments are completed, (and reviewed as necessary), control measures to reduce exposure levels are identified, implemented, used, maintained and inspected as is necessary.

- Where necessary East Ravendale Church of England Primary School Academy will ensure suitable monitoring of exposure within the workplace is conducted and that suitable Health Surveillance is regularly carried out for affected employees via suitable Occupational Health Service Provider, currently via North East Lincolnshire Council, (NELC).
- For CHIP Regulations:
  - The East Ravendale Church of England Primary School Academy will ensure that for all hazardous substances brought or used within the workplace; that Materials Safety Data Sheets (sourced directly from manufacturers or suppliers) are made readily available at point of use and utilised during progression of any required COSHH Assessments.
  - All hazardous substances will be stored in suitable containers with correct labelling in compliance with the CHIP Regulations and have child resistant fastenings.
- East Ravendale Church of England Primary School Academy will ensure adequate arrangements are in place to deal with any accidents, incidents or emergencies involving hazardous substances.
- East Ravendale Church of England Primary School Academy will ensure that affected employees are provided with information, instruction and training associated with the COSHH which should be refreshed at a minimum of every 3 years.

### 3.10 Occupational Health:

- *The Law: The Health and Safety at Work Act 1974; the Management of Health and Safety at Work Regulations 1999; the Control of Substances Hazardous to Health Regulations 2002; The Law: The Control of Noise at Work Regulations 2005 and the Control of Vibration at Work Regulations 2005.*
- Where necessary East Ravendale Church of England Primary School Academy will ensure suitable monitoring of exposure within the workplace is conducted and that suitable Health Surveillance is regularly carried out for affected employees via suitable Occupational Health Service Provider, (currently via NELC), to include but not limited to:
  - Occupational Health (OH) Placement Screening
  - OH Referrals or Reviews
  - Counselling Services
  - Health Surveillance, (i.e. Audiometry, Hand–Arm Vibration, Spirometry).
  - Exit Medical Screening

- Additionally, the East Ravensdale Church of England Primary School Academy has a legal duty under *The Health and Safety at Work Act* to ensure, so far as is reasonably practicable, the health, safety and welfare at work of their employees, including the risks of Occupational Ill-Health caused or made worse by work activities, including Depression, Anxiety and Stress.
- Under *the Management of Health and Safety at Work Regulations 1999* East Ravensdale Church of England Primary School Academy must therefore consider the risks to employees (including the risk of reasonably foreseeable stress or anxiety), decide how significant these risks are, decide what to do to prevent or control the risks and develop a clear management plan to achieve this.
- In order to comply with the above requirements East Ravensdale Church of England Primary School Academy will ensure suitable and sufficient risk assessments are completed and safe systems of work are developed and trained out as is necessary, in line with requirements of Section 3.1.

### 3.11 Selecting and Controlling Contractors:

- *The Law: The Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 & the Construction (Design & Management) Regulations 2007, (CDM).*
- East Ravensdale Church of England Primary School Academy will ensure follow 5 practical steps for the selection, control and management of contractors.
  1. Planning: Define the job, identify the hazards, assess the risks, eliminate and reduce the risks, specify any health and safety conditions and discuss with the contractor.
  2. Choosing a contractor: Create an approved list of suppliers, ensure they have the right competencies to carry out the work safely. Ask questions, gain evidence, go through information regarding the job, site and East Ravensdale Church of England Primary School Academy rules. Ask for applicable assessments, method statements and if sub contractors are sourced, how will health and safety be ensured.
  3. Contractors working on site: All contractors will sign in and out of East Ravensdale Church of England Primary School Academy and report to a named site contact. Health and safety information and/or site rules will be reinforced. The task / job will be reviewed and control measures checked prior to any activities going ahead.
    - Note: If any intrusive works are to be carried out, see Section 3.13.

4. Keeping a check: Assess the required level of supervision or meetings required for the contractor activities; assess if the job is going as planned, is the contractor working safely as agreed, has there been any incidents, changes to personnel or are any special arrangements required.
5. Reviewing the work: Following completion of the works, East Ravendale Church of England Primary School Academy will review the job and the contractor. Verify how effective the Academy's planning was, how the contractor performed, how the job went and record any lessons learned.

### 3.12 Visitors and Security:

- *The Law: The Law: The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.*
- All visitors to the East Ravendale Church of England Primary School Academy will sign in at the School Office. Visitors will be collected from the School Office by the member of staff concerned or escorted to the appropriate area of the site.
- No contractor may undertake work on the East Ravendale Church of England Primary School Academy site without permission from relevant site contact other than in an emergency (e.g. fire, flooding or to make safe following theft or vandalism).
- Hirers of the East Ravendale Church of England Primary School Academy premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to Health and Safety when making the booking.
- Whilst on site, all visitors and contractors must wear an East Ravendale Church of England Primary School Academy visitor's badge. Cleaning contractor's employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence in the School by reporting to the School Office.
- If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the School Office or off the site, as appropriate.
- If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone via "999".
- All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of

emergencies and kept secure at all other times, (not including main access / egress doors).

- Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points.
- It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students other visitors or contractors.

### 3.13 Asbestos Management:

- *The Law: The Control of Asbestos Regulations 2012.*
  - All buildings built pre-December 1999 may contain Asbestos in some form therefore, unless proven otherwise it must be presumed that all materials contain asbestos. Before any type of destructive, refurbishment or modification works to any premises built pre-1999 a thorough investigation must be completed. The site Asbestos Register / Plan must be reviewed and you must verify that Asbestos Containing Materials (ACM's) are not present prior to any works going ahead.
- East Ravendale Church of England Primary School Academy has a "Duty to Manage" asbestos under the Control of Asbestos Regulations 2012 and therefore will manage that risk by:
  - Finding out if there is asbestos in the premises, (presuming that ACM's are present unless there is strong evidence that there is not), its location and the condition it is in.
  - Making and keeping an up to date record of the location and condition of ACM's or presumed ACM's within the premises.
  - Assessing the risk from the material.
  - Preparing a plan that sets out in detail how East Ravendale Church of England Primary School Academy will manage the risk from this material.
  - Taking the steps needed to put the plan into action.
  - Reviewing and monitoring the plan and the arrangements to put it in place.
  - Setting up a system for providing information on the location and condition of the materials to anyone who is liable to work on or disturb it.

### 3.14 Violence and Aggression:

- *The Law: The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.*
  - East Ravendale Church of England Primary School Academy has a legal duty under *The Health and Safety at Work Act* to ensure, so far as is reasonably practicable, the

health, safety and welfare at work of their employees, including the risk of violence and/or aggression.

- Under *the Management of Health and Safety at Work Regulations 1999* East Ravendale Church of England Primary School Academy must consider the risks to employees (including the risk of reasonably foreseeable violence); decide how significant these risks are; decide what to do to prevent or control the risks and develop a clear management plan to achieve this.
- In order to comply with the above requirements East Ravendale Church of England Primary School Academy will ensure suitable and sufficient risk assessments are completed and safe systems of work are developed and trained out as is necessary; in line with requirements of Section 3.1.

### 3.15 Lone Working:

- *The Law: The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.*
  - East Ravendale Church of England Primary School Academy has a legal duty under *The Health and Safety at Work Act* to ensure, so far as is reasonably practicable, the health, safety and welfare at work of their employees, including the risk in relation to working without close or direct supervision.
  - Under *the Management of Health and Safety at Work Regulations 1999* East Ravendale Church of England Primary School Academy will review the potential hazards faced by lone workers and assess the risks involved both to the lone worker and to any person who may be affected by their work. Ensure that measures are in place avoid or control risks where necessary.
- In order to comply with the above requirements East Ravendale Church of England Primary School Academy will ensure suitable and sufficient risk assessments are completed and safe systems of work are developed and trained out as is necessary; in line with requirements of Section 3.1.

### 3.16 Educational Visits:

- *The Law: The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.*
- Educational trips and visits must be assessed and organised in accordance with the East Ravendale Church of England Primary School Academy's off site procedures.

### 3.17 Healthy Eating:

- It is the policy of the East Ravendale Church of England Primary School Academy to encourage students to adopt eating habits that are conducive to a healthy lifestyle. To this end the East Ravendale Church of England Primary School Academy works with the catering contractor in providing menu options that support these aims.

### 3.18 Consultation with Employees:

- *The Law: The Health and Safety at Work Act 1974; the Safety Representatives and Safety Committees Regulations 1977, (SRSCR); the Health and Safety (Consultation with Employees) Regulations 1996, (Consultation Regulations).*
- East Ravendale Church of England Primary School Academy will consult either directly with employees or via representatives on matters affecting the health and safety of the workforce or others who could be affected by the academy's activities.
  - *SRSCR*: Safety Representatives, appointed in writing by the relevant trade union.
  - Consultation Regulations: Representatives of Employee Safety, (ROES), elected by the workforce.
- East Ravendale Church of England Primary School Academy will set up a Safety Committee for Employee Consultation if requested to do so by 2 or more representatives in writing.
  - Safety Representatives have the following function; they can investigate potential hazards and dangerous occurrences in the workplace. Investigate complaints by an employee relating to health, safety or welfare at work and examine causes of workplace accidents. Providing representation to East Ravendale Church of England Primary School Academy on the above investigations and on general matters affecting the health and safety of employees they represent.
  - ROES provide representation to East Ravendale Church of England Primary School Academy on potential hazards and dangerous occurrences, general matters affecting health, safety or welfare of employees they represent and any specific matters on which East Ravendale Church of England Primary School Academy must consult.
- In order to assist representatives carrying out the above functions East Ravendale Church of England Primary School Academy will provide adequate facilities to enable them to carry out their role, (i.e. time, telephone, PC etc.).

### 3.19 Health and Safety Training:

- *The Law: The Health and Safety at Work Act 1974; the Management of Health and Safety at Work Regulations 1999 and all other applicable legislation.*
- East Ravendale Church of England Primary School Academy will ensure provision of all required information, instruction and training as is necessary to meet statutory and requirements in order to increase employee awareness, competence and reducing the potential for personal injury or occupational ill health.

### 3.20 Personal Protective Equipment, (PPE):

- *The Law: The Personal Protective Equipment at Work Regulations 1992.*
- East Ravendale Church of England Primary School Academy will ensure provision of adequate PPE to protect employees from potential hazards and risks that cannot be reduced or eliminated by other means, ensuring:
  - All items of PPE are compatible to other items of PPE.
  - An assessment of PPE is conducted to ensure it is suitable and provides adequate protection to the wearer.
  - All items of PPE are maintained and replaced as is necessary.
  - Suitable accommodation is provided for storage of PPE when not in use.
- East Ravendale Church of England Primary School Academy will ensure that affected employees are provided with information, instruction and training associated with PPE including the correct use and reporting of losses or defects; which should be refreshed at a minimum of every 3 years.

### 3.21 First Aid:

- East Ravendale Church of England Primary School Academy will ensure a First Aid Provision Assessment has been completed by a competent person to determine the needs and level of first aid arrangements appropriate to the circumstances of their relevant to the East Ravendale Church of England Primary School Academy. These will be recorded and reviewed regularly, (minimum of every 3 years) and will must take into consideration (but not limited to) the following:
  - The nature of the work activity, associated hazards and the level of risk involved.
  - Remoteness, number of buildings, availability and the ease of access to accident and emergency facilities.
  - The maximum number of employees on site and any shift patterns, flexible working, variations in start and finish times associated with the work.



- The history of accidents and incidents related to the premises or the group of employees and others affected, (i.e. Pupils).
  - Annual leave and sickness absences of first aiders and appointed persons.
  - Take account of visitors, contractors, members of the public, etc. coming onto the premises.
- East Ravendale Church of England Primary School Academy will ensure that:
    - Sufficient numbers of trained first aiders and/or emergency first aiders are provided to administer first aid and maintain adequate cover at all times during varying work patterns as identified via the first aid provision assessment.
    - First aiders are trained in special procedures related to the risks, (where necessary).
    - Suitable and sufficient first aid equipment is available.
    - Information regarding the arrangements for first aid provisions, arrangements such as the location of the first aid boxes and names of persons responsible for their upkeep are clearly indicated on notice boards to ensure that everyone is aware of the steps to take should first aid be required or an emergency occur.
    - Adequate arrangements are in place for persons with medical conditions which require regular medication and/or self injections.
    - That all clinical waste and sharps are stored, handled disposed and removed correctly from the premises by a licensed waste contractor.
  - First Aid Boxes should be green and with a white cross and should contain a contents list in line with requirements identified within the First Aid Provision Assessment.
  - All First aid boxes / facilities will be located at easily accessible places, and clearly marked and signed in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996.
  - Recording Accidents: All accidents, however minor MUST be recorded in the accident book. The accident book will be housed in a central location, details of which will be displayed on the first aid boxes.

### 3.22 Reporting Accidents, Incidents and Ill Health:

- *The Law: The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).*
- All accidents to staff, students and visitors must be reported, in writing, using the East Ravendale Church of England Primary School Academy's accident report form and centralised records

retained for 3 years for employees, contractors or members of the public and 21 years for pupils.

- All accidents and incidents (including acts of violence or aggression) will be reviewed and investigations progressed as necessary to identify causes and reduce or eliminate the potential for reoccurrences, (essential for any RIDDOR reportable accidents or incidents).
  - Note: Information and investigation findings may be required for any potential litigation claims
- Certain accidents, incidents, occupational ill health and dangerous occurrences must be reported to the Health and Safety Executive under RIDDOR. The Admin Manager will ensure that the Health and Safety Executive is informed of all reportable incidents in line with these regulations.

### 3.23 Coping with the sudden death of a student:

- <http://www.education.gov.uk/schools> Department for Education (DFE) will be utilised by East Ravensdale Church of England Primary School Academy for guidance if such an event occurs.

### 3.24 Safety Education:

- The DFE has published guidance for Schools on Safety Education. This guidance shows how the curriculum for Personal and Health Education (PSHE) and Citizenship can address the issue of accidental injury and death in children and young people.
- One of the aims of PSHE is to enable children to apply personal and social skills to a range of contexts in their lives. Skills in risk assessment learned in relation to preventing accidents are transferable to other issues.
- This DFE guidance also sets out the general teaching requirement for health and safety in relation to science, design and technology, information and communication technology, art and design, and physical education.
- East Ravensdale Church of England Primary School Academy will therefore look to review and implement the above to assist with the development of pupils.

### 3.25 Monitoring, Evaluation and Review:

- East Ravensdale Church of England Primary School Academy senior management and Governors shall review this Policy at planned intervals to ensure its continuing suitability, adequacy and effectiveness.

- Reviews shall include assessing opportunities for improvement and the need for changes, records of these reviews shall be retained and shall include:
  - a) Results of internal audits and evaluations of compliance with all applicable legal requirements and with other requirements to which East Ravendale Church of England Primary School Academy subscribes.
  - b) Results of participation and consultation.
  - c) Relevant communication's from external interested parties, (including complaints).
  - d) Health and Safety performance of East Ravendale Church of England Primary School Academy.
  - e) The extent to which objectives have been met.
  - f) Status of incident investigations, corrective actions and preventive actions.
  - g) Follow-up actions from previous management reviews.
  - h) Changing circumstances, including developments in legal and other requirements related to Health and Safety.
  - i) Recommendations for improvement.
  
- The outputs from management reviews shall be consistent with East Ravendale Church of England Primary School Academy's commitment to continual improvement and shall include any decisions and actions related to possible changes to:
  - a) Health and Safety performance.
  - b) Health and Safety policy and objectives.
  - c) Resources.
  - d) Other elements of the Health and Safety Policy / Management System.
  
- Relevant outputs from management review shall be made readily available for communication and consultation throughout East Ravendale Church of England Primary School Academy.